

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Iowa Administrative Code Revision – Regent Merit System Rules  
**Date:** January 5, 2004

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**Recommended Actions:**

1. Approve revision in the Administrative Rules of the Regent Merit System, and
  2. Authorize the Executive Director to file the rule revision in the required form.
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**Executive Summary:**

**Revisions to the Code**

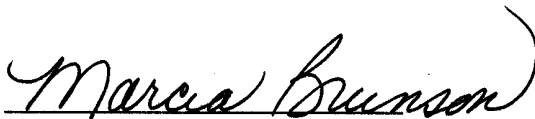
About 18 months ago, a review of the administrative rules governing the Regent Merit System (RMS) was conducted. This was necessitated by recent changes in the Iowa Code, Chapter 19A and changes in pay matrices negotiated for AFSCME-covered employees. Many revisions were made to the rules at that time. The revised rules were effective in July 2002.

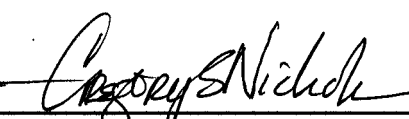
Recently, it was discovered that an error was made in the submission of the language of one of the rule revisions. Inadvertently, a draft used for interinstitutional discussion of the proposed change was submitted with the rule revisions. After discussion of the proposed change, it was determined that this rule, dealing with compensation practices for trainees, should not be changed.

The full text of the rule revision is included in the Regent Exhibit Book.

**Employees covered by the rules**

All RMS supervisory and confidential employees are covered by these rules. The rules apply to AFSCME-covered employees where the collective bargaining agreement is silent.

  
Marcia R. Brunson

Approved:   
Gregory S. Nichols

**Current Rule as revised in July 2002:**

**3.39(13)** *Pay for trainees and apprentices.* Each employee whose performance is satisfactory as determined by the employing department will progress one-half of the value of a step every six months from the minimum of the pay grade to the entrance rate established for the journey class at the completion of time established for training or apprenticeship.

**Proposed rule revision:**

**3.39(13)** *Pay for trainees and apprentices.* The schedule of wages for trainees and apprentices will consist of a step in the pay matrix for every year of training required. Each employee whose performance is satisfactory as determined by the employing department will progress one-half of the value of a step every six months from the ~~minimum~~ first step of the ~~pay grade schedule~~ to the entrance rate established for the journey class at the completion of time established for training or apprenticeship.